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FILED:

RETURN TO

RECORDS MANAGEMENT DIVISION

2 December 1955

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting of Area Reports Management
Officers

1. The following area Reports Management Officers met
with me today:

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Office of Logistics
Office of Security
Office of Security
Office of Training
Office of Communications
Office of the Comptroller
Office of the Comptroller

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Office of
Personnel, were invited but could not attend because of
other commitments.

2. The following measures for controlling reporting were
concurred in:

a. Submission of all proposed requirements for new
reports through a central coordinating party who would
represent the DD/S. Such a party will ensure that pro-
posed requirements are valid by seeing to it that the
necessity for reports and the manner of their prepara-
tion are discussed jointly by the Reports Management
Officers of the Offices concerned. If there is dis-
agreement between the area Reports Management Officers,
the central coordinating party will present the facts
to the DD/S for his determination.

b. Assignment of reports control symbols to inter-
Office reports by the central coordinating party.
Reports control symbols for intra-Office reports will be
assigned by the Reports Management Officers.

c. Publication of a consolidated list of inter-
Office reports by the central coordinating body. Area
Reports Management Officers will publish lists of intra-
Office reports.

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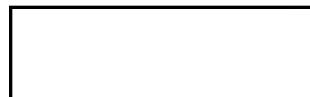
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d. Inclusion of Machine Records Division reports in the DD/S reports control system.

e. Publication of a DD/S regulation providing for the control measures cited above. I will begin a draft of this regulation immediately for review by area Reports Management Officers.

f. Publication of an operating manual for area Reports Management Officers. The present guide "Operating an Area Reports Management Program" will have to be revised slightly to describe the role of the central coordinating party.

3. The group assumed that someone from the Records Management Staff would serve as the central coordinating party.



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TRANSMITTAL SLIP	
12-21 (Date)	
Title	
NO.	
REMARKS: <i>In view of the support expected from RMS, we've got to reappraise both of my programs to see where I should concentrate my efforts -- unless I can grow another head.</i>	
FROM:	
BUILDING	ON
U/I	

FORM NO. 36-8
SEP 1946